



Lindow Community Primary School

School Policies

Control Sheet

Policy: **Central Record of Recruitment and Vetting Checks**

Policy Type: **Statutory**

Author: **Headteacher**

Owner: **Headteacher**

Approved by: **Governing Body**

Review: **On-going - Live document**

Policy: Central Record of Recruitment and Vetting Checks

The School Office maintains an up-to-date record of Disclosure and Barring Service (DBS) checks for all members of staff and governors. Other adults may be requested to have a DBS if it is deemed by the Headteacher that pupils could be potentially be at risk from the adult in question. Queries should be addressed to the Headteacher.

Visitors and volunteers who do not need DBS checks

On page 41, the Safeguarding Children and Safer Recruitment in Education guidance notes that not everyone visiting or working in school will need a DBS check. People who do not need to apply for a DBS disclosure may include:

- People visiting the Headteacher or other staff or who only have brief, supervised contact with children
- Visitors or contractors who carry out emergency repairs or service equipment, and who will not be left unsupervised on the premises
- Volunteers who accompany staff and children on one-off outings or trips that do not involve overnight stays or who help at one-off events, such as a sports day, school fete or open day
- People on site before or after the school day, when children are not present; e.g. school cleaners
- Secondary school-age children on work experience placements.